

## **PREPARING FOR YOUR LICENSE RENEWAL FIRE SAFETY INSPECTION**

Michigan Department of Human Services

The following list is not all-inclusive, but is designed to help you prepare for your up-coming fire safety inspection and to keep your children safer from potential fire hazards throughout the year.

1. Are the self-closing mechanisms on all stairway doors properly adjusted to fully close and latch without assistance?
2. Are all of your egress doors, including outside exit doors, doors to individual classrooms, lavatory doors, etc. equipped with hardware that requires only a single motion to open from the inside even if the doors are locked? NOTE: If the hardware on any of these doors requires you to unlock the door first before you can turn the handle or operate the lever then it should be replaced with single-motion hardware. Also, sliding bolts, thumbbolts, hook & eye devices, chain locks or similar supplemental hardware are not permitted on any means of egress door.
3. Do your means of egress doors open freely without the need for excessive force? Binding doors, dragging doors, or any such door that requires repair should be corrected prior to your inspection.
4. Do you have furnishings, cots, etc. in any location which may fall or be easily pushed into the required path of travel to exit the building? If so all such items should be relocated.
5. Are all of your exits properly marked with approved EXIT signs? Exit signs must have minimum of 6-inch lettering with 3/4-inch brush strokes.
6. Have you any cork or fiberboard bulletin boards in place? If so, can you verify their flame spread and smoke developed ratings? If not, it may be necessary to coat those boards with an approved flame retardant coating. NOTE: The coating option is only available if the bulletin board is over a noncombustible backer, Le. drywall, concrete block, etc.
7. Are you using textile or plastic to cover up storage or to subdivide your program use areas? If so, plastics should be removed and textiles should either be verified as meeting the requirements of NFPA 701 or they must be treated with an approved flame retardant. A signed affidavit verifying the work is needed.
8. Are you suspending any artwork or other combustible materials or decorations from the ceilings or from wires close to the ceiling? If so, these should be removed.
9. Is more than 20% of any wall space covered with combustible decorations?
10. Do you have textile decorations on the walls, i.e. quilts, cloth wall-hangings, etc. that are not flame retardant? If so they will need to be treated with an approved flame retardant. A signed affidavit verifying the work is needed.
11. Have you converted any rooms that were not previously approved for storage into storage rooms? If so the storage must be removed to an approved storage room or otherwise properly enclosed.

12. Look inside your storage rooms. Are there any openings around any pipes, ducts, conduit, or any other object that penetrates the walls or ceiling, or any other openings? If so, these should be filled with an approved fire stopping fire stopping caulk or other approved fire stopping material.
13. Do the doors to all storage rooms fully close and latch without the need for assistance (self-closing devices properly adjusted)?
14. Look in your furnace or boiler room. Are there any openings around any pipes, ducts, conduit, or any other object that penetrates the walls or ceiling, or any other unprotected openings? If so, these should be filled with an approved fire stopping fire stopping caulk or other approved fire stopping material.
15. Are there any combustibles, i.e. wood, cardboard, plastic, rubber, leather, cloth, paints, floor finishes, etc. stored in your furnace or boiler room, or in any other room that houses gas-fired equipment such as a gas-fired water heater? If so, they must be incidental to the maintenance or operations of the mechanical equipment inside of the room. All other combustible materials must be removed.
16. Is there any gasoline or gasoline-powered equipment, in your heat plant room, or in any other room that opens into the Center? If so, these must be removed. Other flammable materials, i.e. aerosols, etc. needed for your operation must be kept in designated cabinets and kept inaccessible to the children.
17. Has your boiler and/or fuel-fired furnace, and any fuel-fired water heater been inspected by a qualified boiler inspector or mechanical contractor? If so, you will need to furnish verification, i.e. tag on the equipment, or other acceptable paperwork verifying the work has been done. If not, you will need to have a licensed mechanical contractor inspect these units and leave you written verification that they are in a safe condition.
18. Does the door to your furnace room, boiler room, or gas-fired water heater room fully close and latch without assistance?
19. Do you have B-labeled fire doors/frame assemblies at all interior openings into any commercial-style kitchen, i.e. commercial stove, multiple residential stoves, deep-fat fryers, etc.? Do these doors fully close and latch without assistance? NOTE: Less restrictive requirements may apply if your Center was licensed prior to June 4, 1980.
20. If your kitchen range hood is protected with an automatic hood suppression system, has it been serviced within the past 6-months?
21. Are the filters, grease extractors, or range hood itself clean of any buildup of grease?
22. Is there any portable heating equipment? If so, all such equipment must be removed.
23. If your building has multiple tenants, are any of the other tenants hazardous or unpredictable in nature i.e. wood shops, industrial, automotive repairs, body shops, serve alcoholic beverages, etc.?
24. If your program is required to have a manual fire alarm device, i.e. manual bell or whistle, is it kept readily visible and accessible at all times?

25. If your program is required to have a fire alarm system, are there manual pull stations near all exits from the building? Has the system been serviced within the past year?
26. Do you have multipurpose portable fire extinguishers meeting the minimum classification of 2A-10BC on each floor level, in or immediately outside of any room that houses gas fired equipment, in or immediately outside of any kitchen (residential or commercial) and within a 75-foot travel distance of all other points within your Center?
27. Are your fire extinguishers tagged with a current service tag by a qualified extinguisher firm?
28. Look at your electrical service panel. Are there any open circuit breaker slots (no circuit breaker and no cover over the open slot)? Do you see any open electrical junction boxes, spliced wires, loose or hanging wiring, loose or hanging fixtures?
29. Are there any electrical extension cords in use in your building? Electrical extension cords are permitted only for short-term applications, i.e. centering a movie projector, other temporary uses and then removed when not in use. NOTE: Surge protectors for computer equipment are permitted but cannot be piggy-backed from to the next.
30. Are there any open flame devices, or candles in your center? Are there any lit incense or other similar hot objects used? If so, they are only permitted during supervised religious services.

Compliance with this list of requirements will go a long way toward bringing your Center into compliance with the applicable fire safety regulations and keeping your children safe throughout the year. You should never hesitate to call if you have any questions relative to the fire safety requirements for licensing. Qualified Fire Inspectors are here to serve you and to keep you, your staff, and your children safe from the devastating effects of fire.

**THE FOLLOWING ADDITIONAL INFORMATION IS NEEDED IN ORDER FOR US TO COMPLETE YOUR FIRE SAFETY INSPECTION PAPERWORK:**

1. Complete program name and physical address
2. How long has the program been licensed at this location
3. License number
4. Maximum number of children permitted by your license
5. Ages of the children served
6. Program Director's name
7. Name of your Licensing Consultant
8. **If** available, the name of the last Fire Safety Inspector (OFI) to inspect your site.
9. Have there been any changes in the building since the program was last inspected by a Department approved fire safety inspector (OFI).
10. A copy of your floor plan diagram (typically used for your evacuation procedures) is also very helpful.